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UNITED STATES MISSION - BOGOTA

U.S. VACANCY ANNOUNCEMENT

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No. 119

Job Vacancy

December 1, 2004

NOTE: All applicants who are not the Family Members of USG employees officially assigned to post and under Chief of Mission Authority must have and attach the required work and/or residency permits to be eligible for consideration.

OPEN TO: All U.S. Citizens

POSITION: ADMINISTRATIVE ASSISTANT FSN-7; FP-7*

OPENING DATE: Wednesday, December 1, 2004

CLOSING DATE: Wednesday, December 15, 2004

WORK HOURS: Part-time, 39 hours/week

SALARY: *Not-Ordinarily Resident: FP-7
(Position Grade: FP-7 is confirmed by Washington)
Ordinarily Resident: LC/FSN-7

The U.S. Embassy in Bogota is seeking a U.S. Citizen for employment in country for the position of Administrative Assistant in Defense Attaché Office (DAO).

BASIC FUNCTION OF POSITION

Administrative Assistant with major focus on a wide spectrum of administrative, intelligence processing and logistical duties designed to relieve the Defense Attaché and primary Attaches of intelligence coordination and logistical details, while promoting an extremely efficient office operation.

QUALIFICATIONS REQUIRED

Note: All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.

- A. Education: Completion of High school is required.
- B. Prior Work Experience: Two years of clerical or administrative experience is required.
- C. Language Proficiency: Level IV (Fluent) Speaking/Reading English is required.
- D. Knowledge: Of US Embassy operations and Department of Defense terms and regulations is required.
- E. Skills and Abilities:
 - Experience with computer programs MS Word, MS Outlook and Lotus Notes.
 - Good judgment and effective communications skills are required.
 - Proficiency in Typing.

SELECTION PROCESS

When equally qualified, US Citizen Eligible Family Members (AEFMs) and U.S. Veterans will be given preference. Therefore, it is essential that the candidate address the required qualifications above in the application.

ADDITIONAL SELECTION CRITERIA

1. Management will consider nepotism/conflict of interest, budget and residency status in determining successful candidacy.
2. Currently employed US Citizen EFM's who hold a FMA appointment are ineligible to apply for advertised positions within the first 90 calendar days of their employment.
3. **Successful candidate must be able to obtain the Defense Intelligence Agency Top Secret security clearance.**

TO APPLY

Interested applicants for this position must submit the following, or the application will not be considered:

1. Application for U.S. Federal Employment (SF-171 or OF-612)
<http://bogota.usembassy.gov>; or
2. A current resume or curriculum vitae that provides the same information as an OF-612; plus
3. **Candidates who claim U.S. Veterans preference must provide a copy of their Form DD-214 with their application.**

4. Any other documentation (e.g., essays, certificates, awards, copies of degrees earned) that addresses the qualification requirements of the position as listed above.

NOTE: Ordinarily Residents (OR), U.S. Citizens and U.S. legal permanent residents are subject to both Colombian labor and tax law and U.S. Federal taxes and FICA contributions.

“Applicants must be residing in Colombia at the time of application in order to be considered for employment. Only exception being: EFM’s and Members of Household, who can apply as soon as the sponsor has orders assigning him or her to Embassy Bogota”.

SUBMIT APPLICATION TO

American Embassy Bogota
Human Resources Office
Attention: Recruitment Unit
Diagonal 22D Bis No. 47-51

Embassy employees must submit the employment application to the Human Resources Office receptionist. U.S. EFMs not yet residing at post may submit applications via fax (57-1) 383-2088 or e-mail. Applications will not be returned. Applicants should keep a copy for their files.

DEFINITIONS:

1. Appointment Eligible Family Member (AEFM): A type of EFM that is eligible for direct hire employment on either a Family Member Appointment (FMA) or Temporary Appointment (TEMP) provided s/he meets all of the following criteria:

- U.S. citizen
 - Spouse or dependent who is at least age 18;
 - Listed on the travel orders of a Foreign or Civil Service or uniformed service member permanently assigned to or stationed at a U.S. Foreign Service post or establishment abroad with a U.S. Government agency that is under Chief of Mission authority;
 - Is resident at the sponsoring employee’s or uniformed service member’s post of assignment abroad, approved safe haven abroad, or alternate safe haven abroad; and
 - Does not receive a U.S. government annuity or pension based on a career in the U.S. Civil, Foreign, or uniform services.

2. Eligible Family Member (EFM): Family Members at least age 18 listed on the travel orders of a Foreign or Civil Service or uniformed service member permanently assigned to or stationed to a US Foreign Service post or establishment abroad with a

USG agency that is under COM authority who do not meet the definition of AEFM above.

3. Member of Household (MOH): A MOH is a person who: 1) Has accompanied, but is not/not on the travel orders of a U.S. citizen Foreign or Civil Service employee or uniform service member permanently assigned to or stationed at a U.S. Foreign service post or establishment abroad; 2) Has been declared by the sponsoring employee to the Chief of Mission as part of his/her household; and 3) Resides at post with the sponsoring employee.

4. Ordinarily Resident (OR): A citizen of the host country or a citizen of another country who has shifted the main residency focus to the host country and has the required work and/or residency permit for employment in country.

5. Not-Ordinarily Resident (NOR): Typically NORs are US citizen EFM's and family members of FS, GS, and Military Personnel who are on the travel orders and under Chief of Mission authority, or other personnel having diplomatic privileges and immunities.

CLOSING DATE FOR THIS POSITION: WEDNESDAY, DECEMBER 15, 2004

The US Mission in Colombia is an Equal Opportunity Employer. Candidates will receive consideration without regard to race, color, religion, sex, national origin, disability, age, or sexual orientation.

DISTRIBUTION: "B"

DAO ADMINISTRATIVE ASSISTANT.DOC.

